

CITY OF PLEASANT HILL

INSTRUCTIONS FOR COMPLETING CONTRACTOR'S BUSINESS LICENSE APPLICATION AND CALCULATION OF TAX

STEPS FOR COMPLETION OF APPLICATION:

1. Complete page 1 of the application in the appropriate boxes.
2. List all subcontractors who work on your Pleasant Hill jobs on page 2 of the application. If you don't have any subcontractors, initial the statement to that effect on the front of the application.
3. SIGN AND DATE APPLICATION ON PAGE 1.

INSTRUCTIONS FOR CALCULATION OF TAX:

Any person who does business as a contractor in the City of Pleasant Hill shall pay a tax based on his/her **choice** of the following two options. You may choose the option that results in the **lower** tax. **(Note for Pleasant Hill contractors: You must obtain an annual license under either option. The tax may be prorated if your PH business started on or after February 1, 2009. The minimum tax is \$24.)**

Option A: **Flat Rates** Annual \$298 Semi-Annual \$164 Quarterly \$89

Option B: **Gross Receipts** This option is available only for an **annual** license.
Applicants shall compute gross receipts on an estimated 12 month basis.
See tax schedule for rate.

Make check payable to: CITY OF PLEASANT HILL.

* If you have questions or need help with your calculation, call (925) 671-5234.

* Mail application and payment to:

CITY OF PLEASANT HILL
BUSINESS LICENSE DEPT.
100 GREGORY LANE
PLEASANT HILL, CA 94523-3323